

ISDH Volunteer Registration Volunteer Quick User Guide

- 1) Log into the ISDH Gateway website:
<https://gateway.isdh.in.gov/Gateway/SignIn.aspx>
- 2) Click on the '**Volunteer**' tab in the upper left corner (under the seal of Indiana)
- 3) Select the Event you are registering for from the drop down list
- 4) The Main Menu will display:
 - Click on '**Volunteer Info**' to modify your volunteer information:
 - ⇒ Enter Changes and Click the '**Save**' button
 - ⇒ Main Menu will display showing a 'profile updated' message
 - Click on '**Shift Sign Up**' to request a shift , view your shift requests, or delete a shift request:
 - ⇒ The left side of the page is used to **Request a Shift** :
 - ◆ Select an **Area** from the dropdown list
 - ◆ Select a **Shift** from the dropdown list
 - ◆ Click **Submit** - message will display saying 'Request has been submitted'
 - ⇒ The right side of the page displays any of the user's **Current Shift Requests** and their **Status**
**** Please remember shift requests need approval ****
 - ◆ To delete a request, click the '**Delete**' button to the right of the request.
A message will display saying 'Shift Request has been Deleted'.
 - Click on '**All Areas/Shifts**' to see a complete list of all areas and shifts
 - Click on '**Contact**' to see Contact information for the selected Event
 - Clicking '**Home**' on the Main Menu takes you back to the Select Event page
Clicking '**Home**' on the Volunteer Info or Shift Sign Up page takes you